BY ORDER OF THE COMMANDER 30TH SPACE WING

30th SPACE WING INSTRUCTION 10-217
15 FEBRUARY 1999

Operations





COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 6

Distribution: F

This instruction establishes standard procedures for the READY program, implementing AFI 10-217, *Resource Augmentation Duty (READY) Program.* **Attachment 1** is a sample Request for READY Support, **Attachment 2** is a Unit Appointment Letter and **Attachment 3** is Unit Tasking for READY Support. This instruction applies to all organizations, including tenant units, assigned to Vandenberg AFB.

1. General Mission:

1.1. The Resource Augmentation Duty (READY) Program identifies, places, codes, and trains people to meet augmentor needs for installation-level exercises, contingencies, wartime, or emergency situations.

2. Responsibilities:

2.1. Wing Commander:

2.1.1. Manages the local program and is the base level OPR.

2.2. Augmented Units:

- 2.2.1. Submit request for READY support to 30 SW/MQ (See Attachment 1).
- 2.2.2. Establish training programs for READY duties.
 - 2.2.2.1. Manage and conduct required training for personnel assigned to READY positions.
 - 2.2.2.2. Provide information to tasked Commander Support Staffs (CSS) describing augmentee duties and listings when augmentees are trained.

2.3. 30 SW/MQ:

- 2.3.1. Validates program owners' requests for READY support.
- 2.3.2. Validates units' available manpower to fill READY augmentee requirements.

2.3.3. Acts as advisor/consultant to the wing commander during the READY Review Board.

2.4. 30 MSS/DPMAE:

- 2.4.1. Conducts READY review board meetings as directed by the wing commander and acts as advisor/consultant to the wing commander during the READY review board.
- 2.4.2. Tasks base organizations as determined by READY Review Board to support all approved requests.
- 2.4.3. Updates augmentee READY codes and training dates for non Personnel Concept III (PC-III) units, and will provide a management DESIRE (listing) quarterly.
- 2.4.4. Conducts Unit Manager and CSS training on PC-III Ready Code updates and products as required.
 - 2.4.4.1. .Provide alternates to fill in when primary is on leave, TDY, to ensure position is always filled.

2.5. Tasked Units:

- 2.5.1. Unit commander appoints by memorandum a unit READY program manager (see **Attachment 2**).
- 2.5.2. Identify individuals assigned to READY positions for a minimum of 6 months (see **Attachment 3**).
- 2.5.3. Require units to contact the augmentees to receive training.
- 2.5.4. Replace individuals (60 days prior) who are no longer available or qualified for READY duties due to PCS, separation, or conflicting duties.
 - 2.5.4.1. Provide alternates to fill in when primary is on leave, TDY. Ensure position is always filled.
- 2.5.5. Ensure CSS manage taskings through the use of PC-III.
 - 2.5.5.1. Update PC-III when augmentees are trained to ensure they are identified in the Personnel Data System.

3. Ready Review Board:

- 3.1. Determines unit's fair-share tasking for READY requirements.
 - 3.1.1. Augmentees will be assigned to units within the gaining group whenever possible.
- 3.2. Meets annually or sooner if directed by the wing commander.
 - 3.2.1. Is chaired by the 30 SW/CC or designated representative.
 - 3.2.2. Members to be present are 30 SW/CV, 30 SW/CCC, 30 SW/MQ, 576 FLTS/CC and Group Commanders.

MICHAEL D. BRICE, Maj, USAF Commander, 30th Mission Support Squadron

Attachment 1

SAMPLE REQUEST FOR READY SUPPORT



MEMORANDUM FOR 30 SW/MQ
FROM: (Unit CC)
SUBJECT: Request for READY Support
1. To fulfill the following requirements, we require augmentees to support our wartime mission
a. (Describe requirements with justification.)
b. (List all applicable regulations.)
2. If you have any questions, please contact (name of unit POC) at extension (DSN phone number).
Commander
1 st Ind, (Unit CC)
TO: 30 MSS/DPMAE
This request is valid. The unit requires augmentees to support requirements in Paragraph 1.
Manpower Technician
cc: (Unit CC)

Attachment 2

SAMPLE UNIT APPOINTMENT LETTER



FROM:

SUBJECT: Resource Augmention Duty (READY) Program Managers

1. The following individuals are appointed as primary and alternate READY Program Managers:

Name/Rank Org/Off Sym Duty Phone

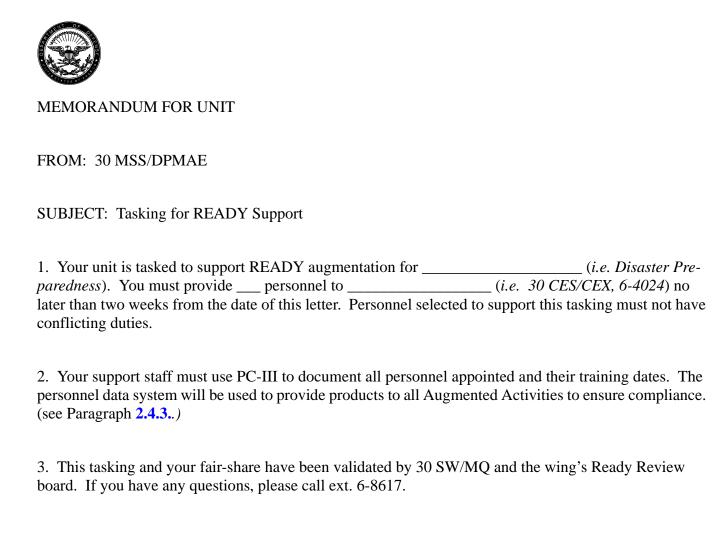
2. This letter supersedes all previous letters, same subject.

Commander's signature block

READY Program Manager

Attachment 3

UNIT TASKING FOR READY SUPPORT



1st Ind, Commander

TO: (Augmented unit)

1. The following personnel have been tasked and will contact your office for training and reporting instructions. Personnel will be assigned to this program for a minimum of six months.

RANK/NAME ORG/OFF SYM DUTY PHONE HOME PHONE

2.	If you have any questions, please contact	(name	and a	duty	phone).

Commander

cc: 30 MSS/DPMAE